



## **Massachusetts State Police College Student Internship Frequently Asked Questions**

### **What is an internship?**

An internship is an educational opportunity to work side-by-side with our professionals in an environment conducive to your chosen field of study.

### **Does the Massachusetts State Police (MSP) offer paid internships?**

MSP internships are focused on academic credit only. Individuals who seek a paid position with the Commonwealth should peruse the state employment opportunities at:

*[www.mass.gov/find-your-future-commonwealth-job](http://www.mass.gov/find-your-future-commonwealth-job)*

### **What do I need to submit to be considered for an internship?**

You will need to complete - in total, the Student Internship Application Packet. The packet will provide all of the information and forms you will need and where to send them. All of the items from the packet must be received before we will consider you eligible for an internship.

### **Can I send a copy of my school transcripts?**

No. Only official school transcripts will be accepted. DO NOT submit scanned, emailed, faxed or copies of a transcripts. Only official, original-hard copy school transcripts will be accepted.

### **Can I submit my schools performance review paperwork to my internship supervisor to complete?**

No, MSP will not accept any evaluation forms, performance review forms, time sheets, etc. for proof you have attended and completed the internship. The MSP application has an agency approved evaluation form as well as a time sheet that can be requested for this use.

### **Can I apply for an internship if I do not need to earn credits for my internship?**

No, students must earn academic credit for an internship with this agency. Our internship program is geared towards students receiving credit during their internship, while they also explore the principles and practices within the area of their school major.

**Are there deadlines for applying to internships?**

**Yes.**

<b>If you are interested in interning during the:</b>	<b>Internship Packets must be submitted by:</b>
Spring School Semester – January to May	October 15 <sup>th</sup> of the previous year
Summer School Semester – June to August	March 15 <sup>th</sup> of the same year
Fall School Semester – September to December	June 15 <sup>th</sup> of the same year

**How soon can I expect to hear that I've been selected for an internship?**

**There is no definite time frame. You will be notified if you are selected by a supervisor who has an available position for your specific semester, within the focus track you have selected.**

**You will be notified by email by the program coordinator if you are not chosen for an internship.**

**Will you keep my application/resume on file for future opportunities?**

**No, we do not do placement or matching for future internship opportunities.**

**Can I apply for an internship if I'm not a citizen or permanent resident of the United States?**

**All interns must provide proof of residing and/or studying legally in the U.S.**

**If I finish my for-credit internship with the Department, may I continue to be an intern after the semester has ended on a non-credit basis?**

**No. The Department prefers to make our relatively few internship opportunities open to as many students as possible. Consequently, multi-semester continuation of an internship is not allowed.**

**Is there a minimum GPA to participate in the internship program?**

**No. However, MSP will clearly want to select applicants who appear likely to make the greatest contribution during their internship. Our internship program is competitive and your GPA may be taken into consideration.**

**Are the MSP Crime Lab internships available to a college sophomore student?**

**Internships at the MSP Crime Lab are in much-demand. Therefore, the crime lab will only accept applications from college juniors, college seniors and master program students. Your transcripts will also be reviewed to ensure certain levels of classes have been completed.**

**Who should write my letter of recommendation?**

**You should select a reference that is able to explain why you would be a good addition to our internship program. Choose someone who is familiar with you as a student in your field of study.**

**Can a high school student do an internship?**

**No. We provide a High School Job Shadow opportunity for high school students interested in possibly majoring in an area similar to our Internship Tracks. The high school student would need to arrange with an employee of MSP to supervise their job shadowing opportunity prior to applying.**

**I am a graduate school student, can I be an intern?**

**Priority for internship selection is granted to undergraduate students. However, graduate students may be considered if the internship will be performed for academic credit.**

**Can I participate in a ride-along with a Trooper or go to a crime scene or be part of responding to a critical incident as an intern?**

**Opportunities to ride-along are no longer permitted. Under no circumstances are interns permitted to be on site of a crime scene or during a critical incident.**

**Do interns get special consideration for Trooper appointments?**

**No. Interns are not to be confused with Police Cadets who may be hired under Massachusetts General Laws to work for other law enforcement appointing authorities. Internships with the Department of State Police are strictly for the purpose of granting educational opportunities to college students.**

**What is the internship application process?**

- 1. You will need to complete in total the Massachusetts State Police Internship Packet found on the MSP website.**
- 2. We will begin our internal process to ensure all of your paperwork is complete and correct; we will also begin to work on your request for an available internship.**
- 3. Upon selection for an available internship, your information will be submitted for a pre-placement screening.**
- 4. Once you are deemed eligible with a positive pre-placement screening, we will contact you to confirm the internship and begin the second phase of paperwork.**
- 5. After the second-internal phase of the paperwork is completed, your internship supervisor will contact you to arrange a start date for your MSP internship.**

**Where should I send my MSP Internship Packet?**

**College Student Internship Program  
Massachusetts State Police  
470 Worcester Road  
Framingham, MA 01702**